

SENIOR ADVISOR TO THE DEPUTY ADMINISTRATOR
AD-0301-00/00

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as Senior Advisor to the Deputy Administrator. As advisor to the Deputy Administrator, the incumbent will work with the Deputy Administrator and the Agency's management team to enhance the efficient administration and operations of the Agency and the effective implementation of the Agency's overall agenda.
2. Provides advice to the Deputy Administrator and identifies problem areas, develops and recommends solutions to administrative, operational, and programmatic issues. Arranges for the implementation of specific solutions developed, including making action assignments to the appropriate organizational elements.
3. Establishes contacts at the highest official levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Deputy Administrator through personal briefings. In doing so, applies a broad and comprehensive knowledge of problems involved in effective relationships across the Agency.
4. Advises the Deputy Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices views and needs, in all aspects of the Agency's work. Assists in assuring regional and program participation in Agency decision-making processes, assessing the impact of Headquarters actions on Regional and program operations and in resolving problems.
5. Performs a variety of assignments associated with the operation of the Agency. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Deputy Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's agenda. Identifies critical operational and programmatic issues or problems which require the immediate and personal attention of the Deputy Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
6. Serves as personal and confidential representative of the Deputy Administrator with members of the White House staff, members of Congress, Cabinet members and their top aides, heads of other independent agencies and commissions and their staff persons on matters which affect the Agency and its policies.
7. Performs other related duties of a close and confidential nature as required.

SUPERVISORY CONTROLS

Receives broad general direction and guidance from the Deputy Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad agency objectives.